

## **REGISTRY CLERK**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for the performance of clerical support functions involved in the maintenance and indexing of legal documents in the County Clerk's Office. In addition, the incumbent provides a variety of routine clerical services such as filing, photocopying, faxing, and keyboarding. This position would be expected to perform the following functions depending upon unit needs: read, examine and prepare legal documents, receive cash and issue receipts, file and handle phone inquiries. This position differs from Program Assistant which performs specialized functions. There are hundreds of forms that the incumbent must learn to recognize and they are introduced to the new employee gradually as their knowledge increases. Initially, the employee's work will be directly supervised and reviewed to be sure the employee is learning and applying rules and procedures of the office. As job familiarity increases, the employee will have leeway for completing work assignments independently under the prescribed procedures. This position would be expected to assist in training new employees in office procedures and functions.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Reviews, indexes, files and checks the various documents that are filed and/or recorded in the County Clerk's Office, paying attention to correctness of form and completeness;
2. Helps the public and title searchers obtain information by assisting them in finding records and physically pulling files and documents for them;
3. Retrieves papers and documents from files and charges them out in accordance with prescribed routine, issuing receipts for monies collected;
4. Assists the public in securing information from filed documents which are open for public review;
5. Balances drawer and reconciles monies collected at the requisition desk;
6. Operates office equipment to photocopy documents and legal papers for the public and microfilm cameras to film and record documents.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the legal requirements, rules and procedures of the County Clerk's Office necessary to recognize and process a variety of documents;

Knowledge of alphabetical, numerical, subject and other filing systems to file numerous documents;

Knowledge of office practices necessary for interacting with staff and the public, processing work flow and filing and retrieving information;

Knowledge of arithmetic to perform cash transactions and balance receipts at end of day;

Skill in operating office equipment to produce work accurately and efficiently;

Ability to interact with a variety of people for the purpose of explaining information concerning programs;

Ability to operate office equipment (computer, copier, fax, microfilm);

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position (some positions may require prolonged standing while waiting on the public).

**REGISTRY CLERK** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and one year of full-time clerical work experience which involved public contact.

NOTE: College education may be substituted for work experience on a year for year basis (30 credits equal to one year).

**SPECIAL REQUIREMENT:**

In some positions in this title, the appointing authority may require employee to acquire licensing as a Notary Public.

CL3445

ADOPTED: 07/03/99